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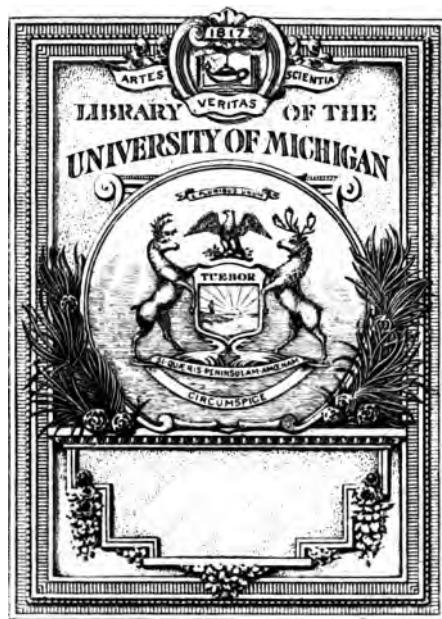
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Cataloguing Rules.

British Museum.

Bodleian Library.

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**The Library Association Series**

EDITED BY J. Y. W. MACALISTER, HON. SECRETARY OF  
THE ASSOCIATION

No. 5

**CATALOGUING RULES**

1. OF THE BRITISH MUSEUM
2. OF THE BODLEIAN LIBRARY
3. OF THE LIBRARY ASSOCIATION

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# Library Association of the United Kingdom.

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THIS Association was founded on 5th October, 1877, at the conclusion of the International Conference of Librarians held at the London Institution, under the presidency of the late Mr. J. Winter Jones, then principal librarian of the British Museum.

Its objects are: (a) to encourage and aid by every means in its power the establishment of new libraries; (b) to endeavour to secure better legislation for rate-supported libraries; (c) to unite all persons engaged or interested in library work, for the purpose of promoting the best possible administration of libraries; and (d) to encourage bibliographical research.

The Association has, by the invitation of the Local Authorities, held its Annual Meetings in the following towns: Oxford, Manchester, Edinburgh, London (*twice*), Cambridge, Liverpool, Dublin, Plymouth, Birmingham, Glasgow, Reading, Nottingham, Paris, and Aberdeen.

The Annual Subscription is ONE GUINEA, payable in advance on 1st January. The Life Subscription is FIFTEEN GUINEAS. *Any person actually engaged in library administration may become a member, without election, on payment of the Subscription to the Treasurer.* Any person not so engaged may be elected at the Monthly or Annual Meetings. Library Assistants, approved by the Council, are admitted on payment of a Subscription of HALF-A-GUINEA.

The official organ of the Association is *The Library*, which is issued monthly and sent free to members. Other publications of the Association are the *Transactions and Proceedings* of the various Annual Meetings, *The Library Chronicle*, 1884-1888, 5 vols., *The Library Association Series*, and *The Library Association Year-Book*.

A Museum of Library Appliances has been opened in the Clerkenwell Public Library, Skinner Street, London, E.C., and will be shown to any one interested in library administration. It contains Specimens of Apparatus, Catalogues, Forms, &c.

All communications connected with the Association should be addressed to the Hon. Secretary, J. Y. W. MACALISTER, Esq., 20 Hanover Square, London, W. Subscriptions should be paid to H. R. TEDDER, Esq., Hon. Treasurer, Athenaeum Club, Pall Mall, London, W.

*(For List of Publications see Third Page of Cover.)*

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**EDITED BY J. Y. W. MACALISTER, HON. SECRETARY OF THE ASSOCIATION**

**No. 5**

**CATALOGUING RULES**

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## CATALOGUING RULES.

### RULES FOR THE COMPILATION OF THE CATALOGUE OF PRINTED BOOKS IN THE LIBRARY OF THE BRITISH MUSEUM.\*

1. Titles to be written on slips, uniform in size. The entries of works in the collection of George the Third presented by George the Fourth to the Nation to be distinguished by a crown.

2. Titles to be arranged alphabetically, according to the English alphabet only (whatever be the order of the alphabet in which a foreign name might have to be entered in its original language) under the surname of the author, whenever it appears printed in the title, or in any other part of the book. If the name be supplied in manuscript, the work must nevertheless be considered anonymous or pseudonymous, as the case may be, and the manuscript addition deemed merely a suggestion to which the librarian will attach such importance as he may think proper, on his own responsibility, in supplying the author's name between brackets, as hereafter directed.

In the alphabetical arrangement, initial prepositions, letters, or articles to be taken in connection with the rest of the name.

3. If more than one name occur in the title, by which it may appear that the work is the production of more than one person, the first to be taken as the leading name.

4. Sovereigns, or princes of sovereign houses, and saints, to be entered under their Christian or first name, *in their English form*.

Acts of the pope, as head of the Church, to be entered under "Rome, Church of," with a sub-heading of the name of the pope. Acts by him as a temporal sovereign, to be entered under "States of the Church," and the name of the pope as a sub-heading. Acts of bishops, who, as such, are sovereign princes, to be entered under the name of their respective bishoprics.

5. Works of Jewish Rabbis before 1700, as well as works of Oriental writers in general, to be entered under their first name.

\* These rules, by permission of the Trustees, were published in the form here given in the late Mr. Henry Stevens' Catalogue of American Books in the British Museum (1866), "as revised and classified down to July, 1862". Several alterations have since been introduced and it is proposed to issue a revised edition when the printing of the General Catalogue shall have been completed.—R. GARNETT.

6. Works of friars, who, by the constitution of their order, drop their surname, to be entered under the Christian name; the name of the family, if ascertained, to be added in brackets. The same to be done for those known under their first name only, to which, for the sake of distinction, they add that of their native place, or profession, or rank. Patronymics, or denominations, derived from the ancestors or names of other persons, to be used as surnames.

7. The respondent or defender in a thesis to be considered its author, except when it unequivocally appears to be the work of the *Præses*.

8. When an author uses a Christian or first name only (either real or assumed), such name to be taken as a heading; and if more than one be used, the first to be preferred for the principal entry. The surname, or family name, when known, to be added in brackets after the first name.

9. Any act, resolution, or other document purporting to be agreed upon, authorised, or issued by assemblies, boards, or corporate bodies (with the exception of academies, universities, learned societies, and religious orders, respecting which special rules are to be followed), to be entered in distinct alphabetical series, under the name of the country or place from which they derive their denomination, or, for want of such denomination, under the name of the place whence their acts are issued.

10. Names of persons that may have been altered by being used in various languages, to be entered under their vernacular form, if any instance occur of such persons having used it in any of their printed publications. With respect to places, the English form to be preferred.

11. Works of authors who change their name or add to it a second, after having begun to publish under the first, to be entered under the first name, noticing any alteration which may have subsequently taken place.

12. Foreign names, excepting French, preceded by a preposition, an article, or by both, to be entered under the letter immediately following. French names, preceded by a preposition only, to follow the same rule; those preceded by an article, or by a preposition and an article, to be entered under the initial letter of the article. English surnames, of foreign origin, to be entered under their initial, even if originally belonging to a preposition. Foreign compound surnames to be entered under the initial of the first of them. In compound Dutch and English surnames the last name to be preferred, if no entry of a work by the same person occur in the catalogue under the first name only.

13. German names, in which the letters *ä*, *ö* or *ü* occur, to be spelt with the diphthong *ae*, *oe* and *ue* respectively.

14. Surnames of noblemen, though not expressed in the book, to be ascertained and written out as the heading of the entry. A person who has assumed titles not generally acknowledged, to have the words "calling himself," between brackets, to precede the assumed title.

15. The same rule to be followed with respect to archbishops and bishops.

16. Christian names, included in parentheses, to follow the surname, and all to be written out in full, as far as they are known. In case of doubt, on this or any other point, when the librarian is directed to supply any information in cataloguing, a note of interrogation to follow in such a position as to indicate clearly the point on which any doubt is entertained.

17. An author's rank in society, in cases in which he enjoyed any eminent honorary distinction, or office for life, not lower than that of knight, admiral or general, to be stated in italics. Younger sons of dukes and marquesses, and all daughters of dukes, marquesses and earls, when not enjoying a distinct title, to have the designation *Lord* or *Lady* prefixed to the Christian name. All other younger branches of the nobility to have the word *Hon.* prefixed. The words *Right Hon.*, in the same situation, to distinguish privy councillors. Knights to be indicated merely by the appellation *Sir* prefixed to their first name. Titles of inferior rank, whether ecclesiastical, military or civil, to be given only when necessary to make a distinction between authors having the same surname and Christian name.

Proper names commencing with *Mc.* or *M'* to be entered under *Mac*, with cross-references from the other forms.

Where a person is referred to in a titlepage by a description sufficiently clear to render his or her identity obvious, the proper name of such person to be adopted as a heading, whether the work be historical or otherwise.

18. The title of the book next to be written, and that expressed in as few words, and those only of the author, as may be necessary to exhibit to the reader all that the author meant to convey in the titular description of his work ; the original orthography to be preserved. The number of the edition to be stated when appearing in the title.

In cataloguing sermons, the text always to be specified. The date at which preached to be inserted when it differs from that of publication.

19. Any striking imperfection in a book to be carefully noted ; and any remarkable peculiarity, such as that of containing cancelled or duplicate leaves, etc., to be stated.

20. When the book is without a titlepage, its contents to be concisely, but sufficiently, stated in the words of the head-title, preceded by the word *begin.* (*beginning*) in italics ; if there be no head-title, in those of the colophon, preceded by the word *end.* (*ending*) ; and when the want of title is owing to an imperfection, the words taken from either head-title or colophon to be included between parentheses. If both head-title and colophon be wanting or insufficient, then some idea of the work to be briefly given in English, between brackets, and the edition so accurately described as to be easily identified without fear of mistake.

21. Whenever one or more separate works are mentioned in the title of

any publication, as forming part of it, the same to be particularly noticed in cataloguing the principal publication ; and, if not mentioned in the titlepage, this information to be added to the title between brackets or parentheses, as the case may be.

22. All works in Oriental characters or languages to be separately catalogued in supplementary volumes; according to special rules to be framed. The Bible and its parts, however, in whatever language or characters, to be entered in the general catalogue as hereafter directed.

23. Works in more languages than one, accompanied by the original, to be entered in the original only, unless the title be accompanied by a translation or translations, in which case such translation also to be given. If no original text occur, the first language used in the title to be preferred. In all cases the several languages used in the book to be indicated at the end of the title in italics.

24. Works with a title in a language different from that used in the body of the book to be entered according to the above rule, merely stating at the end of the title, in italics, in what language the work is written.

25. The number of parts, volumes, fasciculi, or whatever may be the peculiar divisions of each author's work, to be next specified, in the words of the title.

26. When nothing is said in the title respecting this point, if a work be divided into several portions, but the same pagination continue, or when the pages are not numbered, if the same register continue, the work to be considered as divided into parts ; if the progressive number of the pages or the register be interrupted, then each series of pages or letters of the register to be designated as a volume.

27. Then the place where the book was printed ; and, in particular cases, as in the instance of early or very eminent typographers, the printer's name to be specified. Next the date : when no date or place is specified, then either or both to be given, if known to, or conjectured by, the librarian ; but in these instances to be included in brackets. The form to follow, whether fol., 4to, 8vo, etc.

28. If an early printed book, and in Gothic or black letter, the circumstance to be mentioned at the end of the title, thus :—G. L. or B. L.

29. If printed on vellum, satin, on large or fine paper, or if an *editio princeps* of a classical or very distinguished writer, who flourished before 1700, or if privately printed, or a fac-simile or reprint of an early edition ; if only a small number of copies were struck off, or if there be any manuscript notes, these peculiarities to be stated.

30. If the author of the manuscript notes be known, this information to be added between brackets. If the volume belonged to some very distinguished personage, the fact to be recorded in few words at the end of the entry, also between brackets.

31. An *editio princeps* to be designated by the words *ED. PR.* in italic

capitals, at the end of the title. Manuscript notes to be indicated in italic at the end of the title, previous to the size of the volume, as follows:—*MS. NOTES*. If the notes be remarkably few, or the reverse, the circumstance to be noticed by prefixing to the above the word *FEW* or *CPIOUS*. Works printed *ON VELLUM* to be distinguished by these words, in small italic capitals, at the end of the title. The letters *L.P.* or *F.P.* in the same situation, to indicate copies on large or fine paper.

32. Works published under initials, to be entered under the last of them: and should the librarian be able to fill up the blanks left, or complete the words which such initials are intended to represent, this to be done in the body of the title, and all the supplied parts to be included between brackets.

The rules applicable to proper names to be extended to initials.

33. When the author's name does not appear on the title or any other part of the work, the following rules to be observed. Anonymous publications, relating to any act, or to the life of a person whose name occurs on the title of a work, to be catalogued under the name of such person. The same rule to be followed with respect to anonymous publications addressed (not merely dedicated) to any individual whose name occurs on the title.

34. When no such name of a person appears, then that of any assembly, corporate body, society, board, party, (sect under the English form of the name), or denomination, including all bodies exercising their profession or calling by commission, certificate, licence, or other authority granted by virtue of any law or charter, and also creeds, religious or political, appearing on the title to be preferred, subject to the arrangement of Rule IX.; and if no such name appear, then that of any country, province, city, town or place so appearing, to be adopted as the heading.

Proper name of a single colony to be taken, as *Barbadoes*, etc. Collective title of a colony to refer the work to the mother country, as West Indian Colonies, East Indian Possessions, to be catalogued under Great Britain, *Colonies*, etc. The colonies of Spain to be catalogued under Spain, *Colonies of Spain*. East and West Indies, *East Indies*, *West Indies*, according to the circumstances. America, East Indies, West Indies, etc., etc., to be adopted as a heading. Particular province, under such province, Lower or Upper House, etc.

Articles to be inquired of within an ecclesiastical district to be entered under the name of such district. Synods and ecclesiastical councils to be entered under the name of the place where held, without any sub-heading.

The word *COUNCILS* to be adopted as a heading, in whatever language the work may be written. All courts of justice including minor courts, as courts baron, leet, hundred courts, etc., to come under the name of the country.

Convocation generally under “*England, Church of, Convocation*”.

35. If no name of any assembly or country, to be preferred as above,

appear on the title, the name of the editor (if there be any), to be used as a heading ; or, if no editor's name appear, that of the translator, if there be one. Reporters to be considered as editors.

Anonymous publications relating to armies to be catalogued under the countries to which the armies respectively belong. Regiments, or other divisions of an army, to follow the same rule (with a cross-reference from the name of such regiment or division), unless such regiment or division be named after some place or person, in which case the name of such person or place to be adopted, subject to Rule 36.

The above to be subject to Rule 33, and to be applied to Naval Armaments as far as practicable.

36. Adjectives formed from the name of a person, party, place or denomination, to be treated as the names from which they are formed.

37. If two names occur seeming to have an equal claim, the first to be chosen.

Reports of civil actions to be catalogued under the name of that party to the suit which stands first upon the titlepage.

In criminal proceedings the name of the defendant to be adopted as a heading.

Trials relating to any vessel to be entered under the name of such vessel.

Patents for inventions to be entered under the names of the patentees.

The points of the compass adopted as headings.

Treaties to be entered under the country of the first contracting power.

A preference to be given to England.

38. In the case of anonymous works, to which none of the foregoing rules can be applied, the first substantive in the title (or if there be no substantive, the first word) to be selected as the heading. A substantive, adjectively used, to be taken in conjunction with its following substantive as forming one word ; and the same to be done with respect to adjectives incorporated with their following substantive. The entries which may occur under the same heading, to succeed each other in strict alphabetical order.

39. Whenever the name of the author of an anonymous publication is known to, or conjectured by, the librarian, the same to be inserted at the end of the title, between brackets.

40. Works without the author's name, and purporting to comment or remark on a work of which the title is set forth in that of such publication, to be catalogued under the same heading as the work remarked or commented upon.

41. In the case of pseudonymous publications, the book to be catalogued under the author's feigned name ; and his real name, if discovered, to be inserted in brackets, immediately after the feigned name, preceded by the letters *i.e.*

42. Assumed names, or names used to designate an office, profession, party, or qualification of the writer, to be treated as real names. Academic names to follow the same rule. The works of an author not assuming any name, but describing himself by a circumlocution, to be considered anonymous.

Descriptions taken from the name of a country or place of habitation, as "Un François, Ein Zürcher," etc., to be translated unless they be in Latin, or used as a proper name, as by "Anglus, Lipsiensis," etc.

43. Works falsely attributed in their title to a particular person, to be treated as pseudonymous.

Continuations to be entered under the name of the original work, when printed with it; otherwise, under the name of the author.

44. Works of several writers, collectively published, to be entered according to the following rules, and the separate pieces of the various authors included in the collection to be separately entered in the order in which they occur; excepting merely collections of letters, charters, short extracts from larger works, and similar compilations.

45. In any series of printed works, which embraces the collected productions of various writers upon particular subjects, such as Ugolini Thesaurus Antiq. Sacrarum, Gronovii Thesaurus Antiq. Græcarum, the work to be entered under the name of the editor.

Work of several authors published together, but not under a collective title, to be catalogued under the name of the first author, notwithstanding an editor's name may appear on the work.

46. If the editor's name do not appear, the whole collection to be entered under the collective title, in the same manner as anonymous works.

In cataloguing collections without an editor's name, and having a collective title the heading to be taken from such collective title without reference to that portion of the title which may follow.

47. General collections of laws, edicts, ordinances, or other public acts of a similar description, to be entered under the name of the state or nation in which or by whom they were sanctioned, signed, or promulgated. Collections extending only to one reign or period of supreme government by one person, as well as detached laws and documents separately enacted and issued, to be catalogued under the name of the person in whose name and by whose authority they are enacted or sanctioned, and, where enacted as sovereign of two or more independent states, the name of the principal state to be adopted; such names to be entered alphabetically under the principal entry of the state or nation, after the general collections. When more than one name occurs, the first to be preferred.

48. Collections of laws, edicts, etc., of several countries or nations to be catalogued according to Rules 45 and 46.

49. The same to be done with respect to laws on one or more particular

subjects, either merely collected or digested in some particular order, or used as text to some particular comment or treatise.

50. The names of translators or commentators to be stated in cataloguing and entering a work, if they occur in the titlepage ; and when they do not occur, but are known to or conjectured by the librarian, to be supplied between brackets.

51. The works of translators to be entered under the name of the original author. The same rule to be observed with respect to the works of commentators, if the same be accompanied with the text complete.

52. Translations to be entered immediately after the original, generally with only the indication of the language into which the version has been made, in italics ; but if any material alteration in the title have been introduced, so much of the title of the translation to be given as may be deemed requisite, or a short explanation in English added, between brackets.

53. Commentaries unaccompanied by the text, to be entered under the commentator's name ; if without a name, or with an assumed name, then according to the rules laid down for anonymous or pseudonymous works.

54. No work ever to be entered twice at full length. Whenever requisite, cross-references to be introduced.

55. Cross-references to be divided into three classes, from name to name, from name to work, and from work to work. Those of the first class to contain merely the name, title, or office of the person referred to as entered ; those of the second, so much of the title referred to besides, as, together with the size and date, may give the means of at once identifying, under its heading, the book referred to ; those of the third class to contain moreover so much of the title referred from, as may be necessary to ascertain the object of the reference.

56. Cross-references of the first class to be made in the following instances :—

From the titles of noblemen, and from the sees of archbishops or bishops, to the family name, or the first name under which the works of such personages are to be entered according to the foregoing rules.

57. From the family name of persons whose works are to be entered under the Christian or first name, to such Christian or first name ; excepting in the case of sovereigns, or princes belonging to sovereign houses.

58. From any surnames either spelt, or in any way used, in a manner differing from the form adopted in the principal entry, to such entry.

59. From any of the names or surnames used by an author besides that under which the principal entry is made, to the one so preferred.

60. From the real to the assumed name of authors ; adding *pseud.* to the entry referred to in the cross-reference.

61. Cross-references of the second or third class, according to circumstances, to be made in the following instances :—

From the names of editors, or of biographers who have prefixed an author's life to his works (provided such names appear in the book), to the principal entry. But not from contributors of separate articles.

62. From the names of authors of anonymous or pseudonymous works supplied in the title, as well as from the names of authors who have shared with another in writing a work, or have continued it, and also from the names of translators, commentators, or annotators, either appearing on the title, or supplied as above directed, to the main entry.

63. From the name of any person the subject of any biography or narrative, to its author; stating briefly, in italics, after the name referred from, the peculiar designation of the biography in the work referred to; or, if this cannot be done, using the nearest English word, in brackets and italics, that may give an idea of the object of the cross-reference.

In this description of cross-reference the first words of the title of the work referred to to be given, but not its date or size, so that the cross-reference may serve equally for all editions.

64. From any name which may be reasonably conceived to have an equal claim to that selected for the principal entry, to such entry.

65. From any author, any whole work of whom or any considerable part of it may be the subject of a commentary, or notes, to the name of the commentator or annotator. No notice to be taken of the name of authors, fragments or inconsiderable parts of whose works are observed upon by the commentator or annotator.

66. From any author whose works, or considerable part of them contained in a collection, are considered so important as to be distinctly specified in the entry of the collection itself, to the principal entry; the volume, or part of the collection in which the article so referred to is found, to be specified.

Cross-references to be made from separate works forming part of a series of works published by a society, and catalogued according to Rule 80.

67. From the names of authors whose entire works or any considerable part of them are included among the collected works of a polygraphic writer, or translator, to the principal entry.

68. From the name of a state or nation to which a collection of laws, entered under any other heading, belongs to the main entry.

From the name of the superior of any ecclesiastical district who promulgates articles for inquiry to the name of such district.

From the name of any party to a civil action to the principal entry.

69. Entries to be made in the following order:—

Cross-references to be placed at the beginning of the entry, from which they are made, in the alphabetical order of the entries referred to.

70. Collections of all the works of an author in their original language only, to be entered immediately after the cross-references; the editions

without date, and those of which the date cannot be ascertained even by approximation, to precede all these bearing date, or of which the date cannot be supplied either positively or by approximation. The latter to follow according to their date, whether apparent in any part of the book, or supplied. Editions by the same editor, or such as are expressly stated to follow a specific text or edition, and editions with the same notes or commentary, to succeed each other immediately in their chronological order after the entry of that which is, or is considered to be, the earliest.

71. The text of the collected works, accompanied by a translation, to follow those having the text only, and in the same order.

72. The translations of such collected works into the Latin language only to precede those in any other language in the above order; the Latin translations to be followed by those in English. Translations in any other language to follow according to the alphabetical order of the name of the language in English. If the volume contain two or more translations, without the text, the entry to be made according to the alphabetical order of the first of the languages employed. Translations into the same language, and their several editions, to be entered in conformity with the rules laid down for the entries of the originals.

73. Collections of two or more works of an author to be entered in the order and according to the rules laid down for the collections of all the works of a writer, after the translations of the whole works; such partial collections to precede, as are known or are supposed to contain the largest number of an author's works.

74. Selections, or collected fragments, from the works of an author, to follow the partial collections of his works, and to be entered according to the above rules.

75. Separate works of an author to succeed each other alphabetically; the several editions and translations of each of them to be entered in the same manner as directed for the collected works of a writer.

76. Entire portions of a separate work to succeed the work from which they are taken, in the order above directed. If the whole work to which they belong do not occur, such portions to be entered after all the separate works, but according to the principles laid down for the latter.

77. Works not written by the person under whose name they are to be catalogued according to the foregoing rules, to be entered alphabetically as an appendix, and in chronological succession, when more than one article occurs in the same alphabetical series, after all the works of the person whose name is selected, if any occur in the catalogue. Volumes without date, or the date of which cannot be supplied, to be entered first.

78. The same rule as to the alphabetically and chronological arrangement to apply to works entered under any other heading than the name of a person.

79. The Old and new Testaments and their parts, to be catalogued under the general head "Bible," and arranged in the following order :—

1st. The Old and New Testaments in the original Hebrew and Greek only, chronologically arranged.

2nd. The same, in polyglot editions, which include the original texts ; beginning with those editions which contain most translations.

3rd. The same, translated into other languages, but without the original ; those editions to precede which contain most languages ; then translations into one language only, arranged as directed in Rule 72.

4th. Editions, with comments, to follow those having the text only, in the same order and according to the same principles. Bibles accompanied by the same comment to follow each other immediately in chronological succession.

5th. The Old Testament only to be next entered, according to the same principles and rules.

6th. Detached parts of the Old Testament then to follow, in the same order in which they are arranged in the English authorised version of the Scriptures, and to be entered as directed for the whole Bible.

7th. The Apocrypha, as declared by the Church of England, to be next catalogued and entered according to the same rules.

8th. The New Testament to be next catalogued, and then its parts, according to the foregoing rules.

Concordances and Harmonies to be entered in the Appendix to "Bibles".

9th. General cross-references to be made from the several names of the inspired writers, as well as from the names of the several parts of Scripture, to the general head "Bible". Particular cross-references to be made from the names of editors, commentators, translators, etc., to the precise entry under which the part of Holy Writ referred from in the cross-reference occurs.

10th. The names of parts of the Bible, as well as of inspired writers, to be expressed in the form adopted in the authorised English version of the Scriptures.

80. All acts, memoirs, transactions, journals, minutes, etc., of academies, institutes, associations, universities, or societies, learned, scientific, or literary, by whatever name known or designated, as well as works by various hands, *forming part of a series of volumes* edited by any such society, to be catalogued under the general name "Academies" and alphabetically entered, according to the English name of the country and towns at which the sittings of the society are held, in the following order. The primary division to be of the four parts of the world in alphabetical succession, Australia and Polynesia being considered as appendixes to Asia ; the first subdivision to be of the various empires, kingdoms, or other independent governments into which any part of the world is divided, in alphabetical order ; and a second subdivision of each state to follow, according to the

various cities or towns, alphabetically disposed, belonging to each state, in which any society of this description meets (other bodies under the name of the city or place where situated). The acts, etc., of each society, when more than one meet at the same place, to be entered according to the name under which the society published its first work, in alphabetical series; and the acts, memoirs, etc., of each society to be entered chronologically. Continuations to follow the original entry.

Works of the nature of periodical publications, issued by an academy to be entered under "Academies".

Institutions, societies, etc., not coming under the head "Academies," deriving their title from a proper name not being that of a country or place, to be entered under such proper name, as "Addenbrooke's Hospital".

The words "*forming part of a series of Volumes*" to be construed strictly, and to apply only to collective works, or to a series of works on one subject.

81. The same rule and arrangement to be followed for "Periodical Publications," which are to be catalogued under this general head, embracing reviews, magazines, newspapers, journals, gazettes, annuals, and all works of a similar nature, in whatever language and under whatever denomination they may be published. The several entries under the last subdivision to be made in alphabetical order according to the first substantive occurring in the title.

Translations of periodicals to be entered under the place where the originals were published.

82. All almanacs, calendars, ephemerides, of whatever description they be, as well as their companions, appendixes, etc., to be entered under the general head "Ephemerides". The several works under this head to be entered alphabetically according to the first substantive occurring in the title.

Directories to be catalogued on their own merits, and not under **any** special head.

*Calendars*, to include periodical publications (excepting directories), each number of which contains information connected with a year to come, whether accompanied by an almanac or not. The mere insertion of an almanac not to bring a work under "Ephemerides". Law lists to be catalogued under the head, **LAW LIST**, with a cross-reference from the editor.

83. There shall be cross-references from the name of any author, editor, or contributor to any of the above works, appearing in any of the title-pages of any of the volumes, as well as from the peculiar name or designation of any of the societies, from the place at which they hold their meetings, from any place forming part of the peculiar name of a journal, almanac, calendar, etc., from the name under which such publications are generally known, to the main entries of such works.

84. Religious and military orders to be designated by the English

name under which they are generally known, and entries to be made accordingly.

85. Anonymous catalogues, whether bearing the title catalogue or any other intended to convey the same meaning, to be entered under the head "Catalogues," subdivided as follows: 1st. Catalogues of public establishments (including those of societies, although not strictly speaking *public*). 2nd. Catalogues of private collections, drawn up either for sale or otherwise (no cross-reference from possessor). 3rd. Catalogues of collections not for sale, the possessors of which are not known. 4th. General as well as special catalogues of objects, without any reference to their possessor. 5th. Dealers' catalogues. 6th. Sale catalogues not included in any of the preceding sections.

86. Catalogues of the first subdivision to be entered under the name of the place at which the collection exists, as directed for Academies: those of the second, under the name of the collector or possessor, or if the name of the collector or possessor be not stated, under that of the place where the library, etc., is deposited, if mentioned in the catalogue: those of the third, in strict alphabetical order, according to the first substantive of the title: those of the fourth, to follow the same rule: those of the fifth, under the dealer's name: those of the sixth, strictly chronologically, supplying the year in brackets whenever omitted, but known to, or conjectured by, the librarian; and when it is impossible to ascertain the precise day and month, for catalogues coming under the same year, in strict alphabetical order before those having a precise date. Catalogues without any date, and the date of which cannot be supplied, to be entered at the beginning of this subdivision in strict alphabetical order, as just directed. With respect to mere dealers' and sale catalogues compiled since the beginning of the present century, such only to be catalogued and entered as may be considered of peculiar interest.

87. Cross-references of the second class to be made from the name of the compiler of a catalogue (when supplied by the librarian, and other than the collector or possessor of a collection, a dealer or an auctioneer) to the principal entry.

88. Anonymous dictionaries of any description, including lexicons and vocabularies, to be catalogued under the general head "Dictionaries," and entered in strict alphabetical order according to the first substantive in the title, with cross-references from the author's names, when supplied.

Dictionaries having the names of the authors or contributors on the title-page to be entered under the first name with cross-references. Names of contributors given otherwise than on the title not to be noticed. The editor's name to be adopted where the authors are not given on the title.

89. The same rule to be applied to encyclopædias, the name of the editor of which does not appear on the title, and which shall be catalogued

under the general head "Encyclopædias," with a cross-reference from the editor's name, when supplied in the principal entry, to such entry.

90. Missals, Breviaries, Offices, Horæ, Prayer Books, Liturgies, and works of the same description (not compiled by private individuals and in their individual capacity, in which case they are to be catalogued and entered according to the general rules laid down for other works), to be entered under the general head "Liturgies," in one strict alphabetical series, according to the English denomination of the communion, sect, or religious order for whom they are specially intended ; if drawn up for any particular church, congregation, or place of worship, then according to the English name peculiar to such church, congregation, or place of worship ; if any work of this description occur not coming under either of these two classes, then the first substantive in the title to be preferred as a heading. Entries under the same heading to be made in strict alphabetical order. Catechisms and Confessions of Faith not to be catalogued under the head of Liturgies, but according to the general rules. The Liturgy of the Church of England to have a sub-heading of *Common Prayer*, and separate services that of *Prayers*.

91. Cross-references of the second class to be made from the peculiar name or designation of any of the churches, communions, sects, religious orders, or places of worship, as well as from the name under which any of the works mentioned in the preceding article is generally known, to the main entry.

Churches dedicated to St. Paul to be entered under PAUL, ST. The same rule to be followed in the case of churches dedicated to other saints.

Places, such as towns, parishes, streets, etc., named after saints, to be entered under SAINT, as St. Pancras Parish.

Cathedrals named from the city to which they are attached, as Rochester Cathedral, etc., to be entered under ROCHESTER, etc., with cross-reference from the names of the saints to whom dedicated.

### MAPS.

In the Map Catalogue the maps are entered under the name of the country, town, fort, or place represented ; or if there are more countries or places than one mentioned in the title, then under the first, with cross-references from the rest, as well as from the names of places represented in side-maps. Cross-references are also made from authors' names ; or failing authors', from editors', publishers', or engravers' names. All the headings are entered in the catalogue in one alphabetical series.

### MUSIC.

The Catalogue of the collection of Music is in two parts, each in alphabetical order ; one containing the titles and cross-references of music, the other, nothing but cross-references from the authors of words.

Music to be catalogued under the name of the composer, with cross-references from arrangers, adapters, etc., and in case of vocal music, from the authors of the words. The Rules of the New General Catalogue [of Books] to regulate the forms of names.

The slips on which are written cross-references from the authors of words to be distinguished by a W, to prevent there being mixed with the others.

Collections of music by several composers to be entered under the name of the editor, if it appear ; otherwise under the generic name of the music, or under the first substantative, with cross-references from the composers, authors, arrangers, etc., of the most important pieces. The names of oratorios, operas, etc., when they do not begin the title, to be inserted between brackets at the beginning of the title.

Titles and cross-references of pieces of music taken from any oratorio, opera, or larger work, to have the names of such work inserted between brackets, as in the foregoing rule.

Quadrilles, polkas, waltzes, fantasias, etc., founded on popular melodies, to be catalogued under the composers of such quadrilles, polkas, etc., with cross-references from the composers of the melodies.

Airs with variations to be entered under the composers of the airs, with cross-references from the composers of the variations.

Anonymous instrumental music to be catalogued under the English generic name of such music, as POLKA, WALTZ, QUADRILLE, MARCH, etc., no account being taken of adjectives formed from proper names : for instance, the "Chinese Quadrilles" to be entered under "QUADRILLES".

The first words of songs, preceded by the word "Begins," or "Beginning," to be supplied in brackets when they differ from the title.

In anonymous songs, the first word of the song to be taken as a heading, even if it be an article. The first few words of the song then to follow, after which the title in italics, cross-references being made from the title.

In cross-references from the authors of songs, the first words of the song are used. When these are the same as the title, they are not repeated after the heading referred to.

Songs of which the authors of the words appear, but not the composers of the music, to be entered under the first word of the song with a cross-reference from the author of the words.

The names of composers, authors of words, and the names of oratorios, operas, plays, entertainments, etc., from which pieces are taken, to be supplied in brackets when they do not appear on the piece of music.

Cross-references to be given from the titles of songs, overtures, or portions of operas or single pieces occurring in plays, etc., when the name of such opera or play does not appear upon the title.

Anonymous elementary works to be catalogued under the name of the instrument for which they are written.

COMPENDIOUS CATALOGUING RULES  
FOR THE  
AUTHOR-CATALOGUE OF THE BODLEIAN LIBRARY.

**Title.**

1. The type of the titlepage need not be imitated, but in points, which are common to printed and written hands—such as contracted forms, the use of i for j, j for i, u for v, v for u, uu or vv for w, long f for s—the titlepage should be strictly adhered to, except that as regards the use of capitals in the middle of a sentence rule 3 should be followed. The punctuation of the titlepage should never be *changed*, but stops may be *added* when (*and only when*) they are absolutely necessary for clearness.
2. The titles of works especially valuable for antiquity or rarity may be given in full, with all practicable exactness.
3. In English, initial capitals are to be given to proper names of persons and personifications, places, societies, noted events and periods ; to adjectives and other words derived from proper names when they have a direct reference to the person, place, &c., from which they are derived ; and to the first word of every quoted title of a work.
4. In other languages the use of capitals is to follow the local practice.
5. In doubtful cases capitals are to be avoided.

**Volumes, Place, Date, Size, &c.**

6. Other particulars are to be given after the title in the following order :—
  - (1) The edition as specified on the titlepage.
  - (2) The number of volumes, if more than one.
  - (3) The place of publication—followed by the place of printing, when different from that of publication, in brackets. In the case of books of the 15th and 16th centuries or of special value or rarity, the names of the publisher and printer are to be added after the above entries respectively.
  - (4) The date, as given on the titlepage, in Arabic figures.
  - (5) The size.

### Language of Title and Imprint.

7. Title- and imprint-entries are to be as far as possible in the language of the title, but additions are to be in English, enclosed in brackets.

### Contents and Notes.

8. Contents of volumes are to be given when expedient.

9. Notes, explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, are to be added when necessary.

### Headings and Cross-references.

Books are to be entered :—

10. Under the surnames of authors, when stated on the titlepage or otherwise certainly known, followed by the forename and other necessary prefixes in round brackets.

\*11. When only the initials or pseudonym of an author occur in the book, it is also to be regarded for the purpose of headings as anonymous : and a cross-reference is to be made from the initials or pseudonym to the first heading, the last initial being placed first, followed by the others in round brackets.

12. Under the pseudonyms of the writers, unless the book be already entered under two headings, in which case a cross-reference is to be made from the pseudonym to the first heading.

13. Under the names of editors of collections, and under the catch-titles of such collections ; the parts are to be at the same time sufficiently catalogued under their own headings.

14. Under the names of countries, cities, societies, &c., which cause them to be published.

15. Under the chief word or words of the titles of periodicals.

16. Under the first striking word or words of the titles of anonymous works, with a second heading or cross-reference, where advisable, under or from any other noticeable word or catch-title. If the name of a writer occur in a work but not on the titlepage, the work is also to be regarded for the purpose of headings as anonymous, except in the case of works without separate titlepage.

17. Commentaries with the text, editions of the text, and translations are to be entered (1) under the heading of the original work, and (2) under the name of the commentator, editor, or translator ; commentaries without the text are to be entered under the same two headings, the second being placed first.

18. Editions of the entire Bible, with or without the Apocrypha, are to be entered under the word *Bible* : editions of parts of the Bible com-

\* See also 28.

prising more than one book under the words *Testament (Old)*, *Apocrypha*, *Testament (New)*, or lesser divisions such as *Pentateuch*, *Historical books*, *Hagiographa*, *Prophets*, *Gospels*, *Paul the apostle*, *Epistles (General)*.

19. The Talmud and Koran (and parts of them) are to be entered under those words.

20. The sacred books of other religions are to be entered under the names by which they are generally known.

21. Liturgical books are to be entered under the names by which they are commonly known in England, such as *Prayer (Book of common)*, *Baptism (Order of)*, *Communion (Holy)*, &c. : *Missal*, *Breviary*, *Hours*, &c. : *Euchologion*, *Synaxarion*, &c.

22. Books having more than one author or editor are to be entered under the one first named in the title, with at least sufficient cross-reference.

N.B.—Separate musical compositions, accompanied by words, are to be entered under the names of the authors and translators of the words (unless these are taken from the Bible or a public service-book) as well as under those of the authors and editors of the music.

23. Names of translators, commentators, editors, and preface-writers, if they do not occur in the titlepage, may be added in brackets, a further heading or cross-reference being made when necessary.

24. In the case of an academical thesis the *praeses* is to be considered as the author, unless the work unequivocally appears to be the work of the respondent or defender.

25. Reports of civil actions are to be entered under the name of the party to the suit which stands first on the titlepage. Reports of Crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

26. Catalogues are to be entered under the name of the compiler—also, as circumstances require, under the names of one or more of the institutions or persons now or formerly owning the collection, and, where desirable, under the name of the collection itself.

27. Noblemen are to be entered under the title, except when the family-name is better known ; a cross-reference from the one to the other being made in every case.

28. Ecclesiastical dignitaries, unless popes or ruling princes, are to be entered under their surnames ; their current and highest subsequent title to be added.

29. All persons generally known by a forename are to be so entered, the English form being preferred in the case of ruling princes, popes, Oriental writers, friars, and persons canonized.

30. Married women and other persons who have changed their names are to be put under the last well-known name, with a cross-reference from other authorized names.

31. In the headings of titles the names of authors are to be given in

full, and in their vernacular form : but authors who would generally be quoted under their Latin or Latinized names may be entered under those names, a cross-reference being made from the vernacular form, when it has not merely been Latinized.

32. English and French surnames beginning with a prefix or prefixes are to be recorded under the first prefix, and surnames in other languages under the word following the last prefix—except that French names beginning with *de* or *d'* are to be entered under the word following *de* or *d'*.

33. English compound surnames, not connected by an hyphen, are to be entered under the last part of the names : foreign ones, with or without hyphens, under the entire compound name, cross-references being given in all instances.

34. When an author has been known by more than one name, references are to be inserted from the name or names not used as headings to the one used.

35. A society is to be entered under the leading word or words of its corporate name, with cross-reference from any other name by which it is well known.

### Miscellaneous.

36. A dash ordinarily indicates the omission of the preceding heading or title, but following a number it signifies continuation.

37. Entries under the surname only are to precede fuller entries under the same name : where the initials only of the forenames are given, they are to precede fuller entries with the same initials. Dashes or asterisks in names and titles are to precede letters of the alphabet.

38. *Mc* and *Mc*, and the prefixes *s.*, *st.*, *ste.*, *m.*, *mme.*, *mlle.*, *messrs.*, *mr.*, *mrs.*, *dr.*, are to be arranged as if written in full, *Mac*, *sanctus*, *saint*, *sainte*, *monsieur*, *madame*, *mademoiselle*, *messieurs*, *mister*, *mistress*, *doctor*.

39. The works of an author, and other books capable of similar treatment, are to be arranged in the following order, an index or conspectus of the entire article being prefixed when expedient :—

(1) General cross-references.

(2) Collections of *all the works* of the author *in the original language*, whether including or excluding fragments, and whether with or without translations or commentaries.

(a) Dated editions in chronological order.

(b) Editions without date and without conjecturally supplied date : but if known to be of the 15th century they are to precede the dated editions.

But new editions of a work by the same editor are to succeed the first entry.

(3) *Translations* without the text, of collected works, in alphabetical order of languages, cross-references being inserted in this series

to all editions which contain the original text as well as a translation. Polyglot editions are to precede all others.

- (4) *Commentaries*, without the text, on collected works, in chronological order. Scholia are to precede all other commentaries.
- (5) Selections from collected works.
- (6) Collections of *two or more works* of the author, in alphabetical order of the general title of the collection ; or, if there be none, of the first work of the collection. In special cases entries which would in strictness fall under this division may be placed in the succeeding paragraph, with a cross-reference.
- (7) *Separate works* or entire parts of a separate work, in chronological order of the first issues of the works : in any difficult cases an alphabetical or other special arrangement is to be made.
- (8) *Fragments* of the author : but when a work exists only in fragments it may be entered under preceding paragraphs.
- (9) (a) Lexicons, (b) Indexes and concordances.
- (10) Dissertations, treatises, imitations, &c., which do not fall under preceding heads, in chronological order.
- (11) Biographies.
- (12) Bibliographies.

N.B.—The principles of arrangement in the preceding paragraphs are to be used, where applicable, in other articles.

40. Biographies are to be entered under the subjects of them, as well as under the writers.

41. The order of alphabetization is to be that of the English alphabet, except that in general I and U before a vowel are to be arranged as J and V, and J and V before a consonant as I and U, with such cross-references as may be necessary.

42. Headings composed of more than one separate word are not to be regarded for purposes of arrangement as a single word.

43. Names of places are to precede similar names of persons.

44. Titles in foreign characters may be transliterated.

45. The German ä, ö, ü, are to be arranged as if written out in full, ae, oe, ue.

46. Arabic figures are to be used rather than Roman ; but Roman figures may be used after the names of ruling princes and popes, or to designate the number of a volume or chapter when followed by a page- or division-number in Arabic figures.

47. Designations are to be added to distinguish writers of the same or similar name.

48. Prefixes and titles indicating the rank or profession of writers may be added in the heading when they are part of the usual designation of the writers or occur on the titlepage.

49. The languages in which a book is written are to be stated when there are more than one and the fact is not mentioned in the titlepage.

50. Wordbooks, grammars, and alphabets are to be entered under the names of the languages to which they relate, as well as under the names of their compilers and editors—except that, where a wordbook relates to two languages, or dialects, of which one is modern literary English, no separate entry needs be made in respect of the latter.

51. Long and important articles are to have an index prefixed, and sub-headings may be added to the main heading in the same line, for convenience of reference.

52. Among the abbreviations allowable in ordinary entries are :—*afterw.* (afterwards) ; *anon.* (anonymous) ; *Aufl.* (Auflage) ; *Ausg.* (Ausgabe) ; *Bd.*, *Bde.* (Band, Bände) ; *ed.*, *ed.* (edition, edited, &c.) ; *fasc.* (fasciculus, &c.) ; *fol.* (folio) ; *foll.* (folios, followed, following) ; *herausg.* (herausgegeben) ; *illustr.* (illustrated) ; *Lief.* (Lieferung) ; *p.*, *pp.* (page, pages) ; *pseud.* (pseudonym, pseudonymous) ; *publ.* (published) ; *repr.* (reprint, reprinted) ; *sign.* (signature) ; *tom.* (tomus, tome) ; *tr.* (translated, translation, traduit, &c.) ; *vol.* (volume, volumen) ; also *bp.*, *prof.*, *rev.* ; and in an imprint *n. d.* (no date), *n. pl.* (no place).

53. The general rule regulating the use of brackets is that round brackets include notes derived from the work itself, while square brackets include notes of which the matter or form is independent of the work.

54. Single sermons are to have a note of the text added.

55. A work written in reply to another is to have at least a cross-reference to it inserted under the first heading of the original work.

56. When a work is without a titlepage, the contents are to be stated in the words of the head-title, preceded by “[at beginning :—]” : if there be no head-title, in those of the colophon, preceded by “[at end :—]”. If there be neither head-title nor colophon a short description, in English, of the contents may be substituted, enclosed in brackets.

### SIZE-NOTATION.

57. The size of a book printed on watermarked paper is to be described  
in accordance with Table I.  
unwatermarked paper is to be de-  
scribed in accordance with Table II.

58. The number of leaves in the sections of a book, when not according with the description of size, is to be indicated in round brackets prefixed to the latter.

**Examples.** A book of ordinary 8° dimensions, printed on **watermarked** folio leaves which are gathered mostly in **sixes**, but sometimes in **fours** and **eights**, is to be described as **(sixes, &c.) sm. fol.**

A book measuring 10½ in. × 13 in., printed on **unwatermarked** folio leaves gathered in **eights**, is to be described as **(eights) obl. 4°.**

If the book consists of but one section, **four**, **six**, **eight**, **&c.**, are to be used instead of **fours**, **sixes**, **eights**, **&c.**

TABLE I.  
Narrow sizes, with abnormal variations.

1 Sheet folded	2 Size	2 Height of page <i>inches</i>	3 Chain-lines	3 Watermark
(once) in 2	atl. fol. la. fol. fol. sm. fol. * § obl. fol.	over 28 18-28 12-18 under 12 * as above	down—in centre of leaf across—sideways in centre of leaf	
(thrice) in 8	la. 8°	over 9		
(do. or $\frac{1}{2}$ sh. twice)	8° sm. 8° * obl. 8°	7-9 under 7 * as above	down—thru' back, at top across—sideways thru' back, at top	
(4 times) in 12	la. 12° 12° sun. 12° * sq. 12°	over 7 6-7 under 6 * as above	across—on fore edge, high or low down—thru' back, at centre	
(4 times) in 16	la. 16° 16° sm. 16°	over 6 5-6 under 5	across—top right corner	
(5 times) in 18	la. 18° 18° sm. 18°	over 6 5-6 under 5	down—in centre of leaf	
(5 times) in 24	la. 24° 24° sm. 24° * sq. 24°	over 5 4-5 under 4 * as above	across—thru' back, at top down—in centre of fore edge down—in centre, bottom or top	
( $\frac{1}{2}$ sh. 4 times) in 32	la. 32° 32° sm. 32°	over 5 4-5 under 4	down—on fore edge, at foot	

\* i.e., an obl. fol. over 18 in. would be la. obl. fol.—an obl. 8° of 8 in. obl. 8° - a sq. 12° under 6 in. sm. sq. 12°.

§ e.g., Tinworth's works, 1883. There is no back.

Broad sizes, with abnormal variations.

4 Sheet folded	5 Size	5 Height of page <i>inches</i>	Chain-lines	6 Watermark
(twice) in 4	la. 4° 4° sm. 4° † obl. 4°	over 12 9-12 under 9 † as above	across—in centre of back down—in centre of top edge	
(thrice) in 6	la. 6° 6° sm. 6°	over 7 6-7 under 6	across—thru' back, high or low	

† i.e., an obl. 4° under 9 in. would be sm. obl. 4°.

Books on the line of height between two sizes are to be described as of the lower size.

This table is believed to represent all ordinary foldings of a watermarked sheet for printers' use. Many other foldings are possible, and some may have been occasionally used by printers—but any watermarked book whose folding cannot be identified from col. 3 or 6 should be submitted to the librarian.

TABLE II.

Narrow sizes (width of page < $\frac{1}{2}$ height)		Square sizes (width of page = $\frac{1}{2}$ height but not $>$ height)		Oblong sizes (width of page $>$ height)	
Size	Height of page	Size	Height of page	Size	Height of page
atl. fol.	inches over 28	sq. atl. fol.	inches over 28	obl. atl. fol.	inches over 28
la. fol.	18—28	la. sq. fol.	18—28	„ la. fol.	18—28
fol.	12—18	la. 4°	12—18	„ fol.	12—18
la. 8°	9—12	4°	9—12	„ 4°	9—12
8°	7—9	sm. 4°	7—9	„ 8°	7—9
12°	6—7	sq. 12°	6—7	„ 12°	6—7
16°	5—6	sm. sq. 12°	5—6	„ 16°	5—6
24° †	4—5	sq. 24° †	4—5	„ 24° †	4—5
sm. 24° †	under 4	sm. sq. 24° †	under 4	sm. obl. 24° †	under 4

|| Where the book is printed in eighteen, 18° is to be used instead of 16°.

† Where the book is printed in thirty-twos, 32° is to be used instead of 24°.

Books on the line of height between two sizes are to be described as of the lower size.

### Headings and Cross-references (supplementary rules).

59. Places are to be entered under the modern English form of their name, with a cross-reference from any other well-known form (e.g. *Munich* with cross-references from *München* and *Monachium*). Where, however, a non-English or obsolete form is the title or first striking word of an anonymous work (or work falling under the same rules), the work is to be catalogued under it with a cross-reference (e.g. a book entitled *Roma*, or *Sopra Roma e i Romani*, or *Roma per T.C.*, is to be catalogued under *Roma*, with a cross-reference from *Rome*). Where there is no modern English form, the vernacular form is to be used with similar cross-references. Where the English form is not well established, or is giving way to a vernacular form, the latter is to be preferred, with a cross-reference (e.g. *Mainz* with cross-reference from *Mayence*).

60. In headings which do not consist of proper names the modern vernacular form of spelling is to be used (e.g. *Épitre d'un pauvre*, not *Epistre d'ung povre*)—except where the variant form is practically a distinct word (as in the case of *Jests* and *Gestes*), or has been deliberately preferred by the author (e.g. *Fo'c'sle yarns* not *Forecastle yarns*). In all cases adequate cross-references are to be given.

## CATALOGUING RULES

(FOR AN AUTHOR CATALOGUE)

OF THE

LIBRARY ASSOCIATION OF THE UNITED KINGDOM.

(*As revised at the Liverpool Meeting, 1883.*)

### Title.

1. Title and imprint entries are to be as far as possible in the language of the title, alterations and additions being enclosed in square brackets.
2. The title is to be an exact transcript from the titlepage, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted, omissions to be indicated by a group of three dots ( . . . ). The typography and punctuation of the title need not be strictly adhered to.
3. The titles of books especially valuable for antiquity or rarity may be given in full, with the exact punctuation.
4. In English, initial capitals, are to be given to proper names of persons and personifications, places, bodies, noted events, and periods ; to adjectives and other words derived from proper names when they have a direct reference to the person, place, etc., from which they are derived ; to the first word of every quoted title of a work ; to titles of honour, when standing instead of a proper name (*e.g.*, Earl of Derby, but John Stanley, earl of Derby.)
5. In foreign languages the use of capitals is to follow the local practice.
6. In doubtful cases capitals are to be avoided.

### Volumes, Size, Place, Date, etc.

7. Other particulars are to be given after the title in the following order, those printed in italics being optional :—
  - (a) The edition as specified on the titlepage.
  - (b) The number of volumes, if more than one.
  - (c) *If there be only one volume, the number of pages to be indicated by giving the number of each pagination, connecting the numbers by the sign + ; the same sign added at the end indicating additional unpage matter other than advertisements.*

- (d) *The number of separate illustrations, maps, or portraits.*
- (e) *The size.*
- (f) *The place of publication, the place of printing, when different from that of publication, and the publisher's name.*
- (g) *The year as given on the titlepage, but in Arabic figures ; the year of actual publication, if known to be different, being added in square brackets.*

### Contents and Notes.

8. Contents of volumes are to be given when expedient, and in smaller type.

9. Notes explanatory or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, to be subjoined when necessary ; tables of contents and notes to be in smaller type.

### Headings.

Books are to be entered—

10. Under the surnames of authors when stated on the title-page, or otherwise certainly known, with the fore-name in brackets ; a name not stated in the book or in a subsequent edition of it to be placed within square brackets, and all anonymous works to have the abbreviation "Anon." added.

11. Under the initials of authors' names when these only are known, the last initial being put first.

12. Under the pseudonyms of the writers, with a cross-reference from the real name when known.

13. Under the names of editors of collections, and under the catch-titles of such collections, with cross-references from the separate items.

14. Under the names of countries and cities, societies, etc., which authorise their publication.

15. Under the first word, not an article, of the titles of periodicals.

16. Under the chief subject-word of the titles of anonymous books, and, where advisable, with a cross-reference under any other noticeable word.

17. Commentaries with the text, and translations, are to be entered under the heading of the original work ; but commentaries without the text under the name of the commentator.

18. The Bible, or any part of it (including the Apocrypha) in any language, is to be under the word "Bible," the separate parts classed in the order of the authorised version, polyglots and original texts coming first, followed by English translations ; the other versions in alphabet of names of the languages.

19. The Talmud and Koran (and parts of them) are to be entered under those words ; the sacred books of other religions are to be entered

under the names by which they are generally known; cross-references to be given from the names of editors, translators, etc.

20. Service and Prayer-Books used by any religious community are to be placed under the head of Liturgies, with a sub-head of the religious community.

21. Books having more than one author or editor are to be entered under the one first-named in the title, with a cross-reference under each of the others.

22. Names of translators, commentators, editors, and preface writers, if they do not occur in the titlepage, may be added within square brackets, a cross-reference being made in each case.

23. The respondent or defender of an academical thesis is to be considered as the author, unless the work unequivocally appears to be the work of the *præses*. It should be noticed that sometimes the respondent and defender are joint authors.

24. Reports of civil actions are to be entered under the name of the party to the suit which stands first on the titlepage. Reports of Crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

25. Catalogues are to be entered under the name of the institution, or owner of the collection, with a cross-reference from the compiler.

26. Noblemen are to be entered under the title, except when the family name is better known, a cross-reference under the title being made in every case.

27. Ecclesiastical dignitaries, unless popes or sovereign princes, are to be entered under their surnames; the highest title to be added, with a cross-reference from the title employed in the book.

28. All persons generally known by a fore-name are to be so entered, the English form being used in the case of sovereigns, popes, ruling princes, Oriental writers, friars, and persons canonised.

29. Married women, and other persons who have changed their names, to be put under the name best known, with a cross-reference from every authorised name.

30. In the heading of titles, the names of authors are to be given in full, and in their vernacular form; authors, generally known under their Latin or Latinized name, are to be entered under those names, the vernacular name being added after the first entry, and a cross-reference being made.

31. English and French surnames beginning with a prefix (except the French *de* and *d'*) are to be recorded under the prefix; in other languages, under the word following.

32. English compound surnames are to be entered under the last part of the name; foreign ones under the first part, cross-references being given in all instances.

33. When an author has been known by more than one name, references should be inserted from the name or names not used as headings to the one used.

34. A society is to be entered under the first word, not an article, of its corporate name, with references to any other name by which it is known, and from the name of the place where its headquarters are established.

### Miscellaneous.

35. The heading is not to be repeated ; a single indent or dash indicates the omission of the preceding heading or title. A dash following a number signifies continuation.

36. Entries under the surname only are to precede fuller entries under the same name ; where the initials only of the fore-names are given, they are to precede full entries with the same initials.

37. Abbreviated prefixes, such as M<sup>o</sup> and Mc, S., St., Ste., Messrs., Mr., and Mrs., are to be arranged as if written in full, Mac, Sanctus, Saint, Sainte, Messieurs, Mister, and Mistress.

38. The works of an author are to be arranged in the following order :—

(a) Collected works.

(b) Partial collections.

(c) Individual works in alphabetical order of titles, under the first word, not an article or a preposition having the meaning of "concerning".

39. Translations are to follow the originals in alphabetical order of languages. General cross-references are to come last.

Cross-references are to be given from the subjects of biographies or of books illustrating the lives and works of individuals to the writers.

40. The order of alphabetization is to be that of the English alphabet.

41. In composite headings the first word is alone to be considered.

42. Names of persons are to precede similar names of places.

43. Titles in foreign characters may be transliterated.

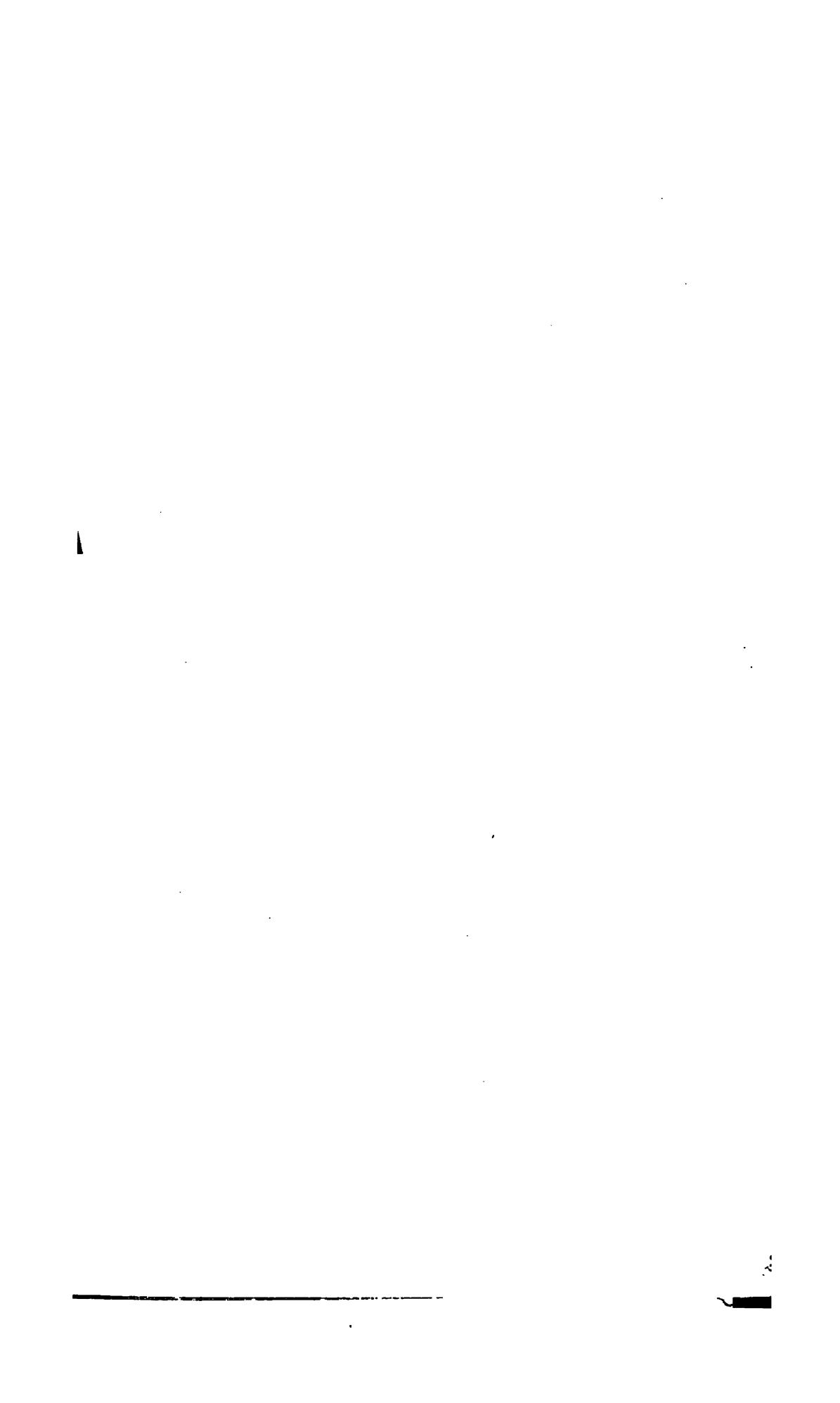
44. The German ä, ö, ü, are to be arranged as if written out in full, ae, oe, ue.

45. Arabic figures are to be used rather than Roman ; but Roman figures may be used after the name of sovereigns, princes, and popes, and may be used to designate the number of a volume, followed by a page-number.

46. Designations are to be added to distinguish writers of the same name from each other.

47. Prefixes indicating the rank or profession of writers may be added in the heading, when they are part of the usual designation of the writer.

48. The languages in which a book is written are to be stated, when there are more than one, and the fact is not mentioned in the titlepage.



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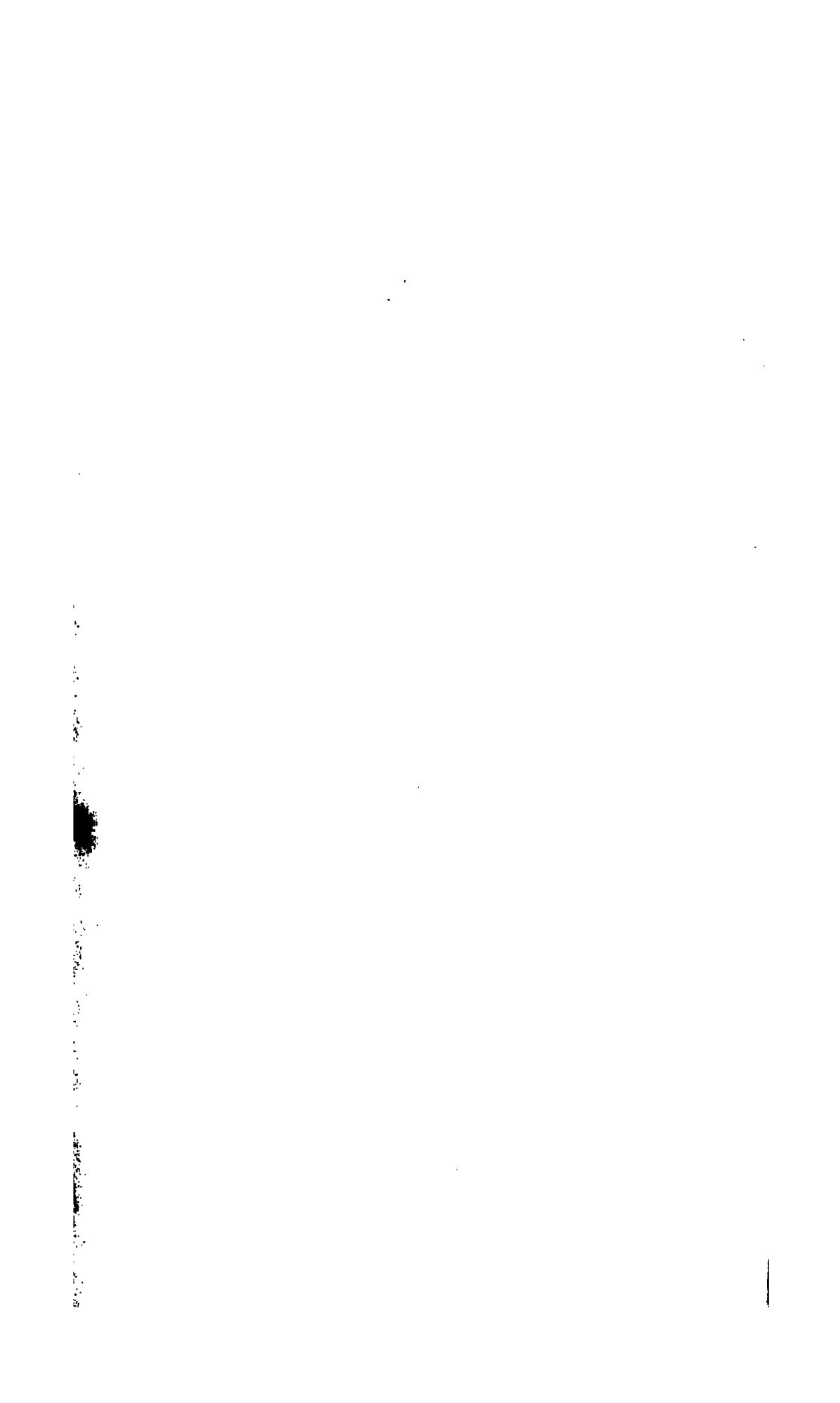
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